

# Job Opportunity Bulletin

Post Date: May 25, 2017

## COMMUNITY PROGRAM SPECIALIST II

Salary Ranges: \$4,600 - \$5,758  
Permanent, Full-Time

**FINAL FILING DATE: JUNE 9, 2017**

We will consider candidates from the **Associate Governmental Program Analyst** eligibility list; however, the classification will be a CPS II.

### JOIN THE DDS TEAM!

For information about the  
**DEPARTMENT OF  
DEVELOPMENTAL SERVICES**

Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

Please refer to:

Position #: **473-421-8352-102**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be  
screened and only the most  
qualified will be interviewed.

### CONTACT INFORMATION

Name: Claudia Lutz  
Number: (916) 322-7784  
Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)

The Community Program Specialist II provides oversight and coordination of activities related to conservatorship responsibilities for the Director of the Department of Developmental Services (DDS) for more than 500 individuals. The incumbent performs the functions necessary to comply with statutorily required duties in Health & Safety Code section 416 *et seq.*, and court-order conservatorship duties.

For complete duties, please see duty statement on the following page.

### DESIRABLE QUALIFICATIONS:

- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-421-8352-102** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. Candidates using their AGPA eligibility must meet the MQs for **both** classifications.

If it is determined that an applicant does not meet the MQs of the classifications, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION  
OFFICE OF COMMUNITY OPERATIONS  
REGIONAL CENTER BRANCH  
APPEALS, COMPLAINTS AND PROJECTS SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Community Program Specialist II

**Working Title:** Conservatorship Monitor

**POSITION #:** 473-421-8352-102

**POSITION DESCRIPTION:** The Community Program Specialist II provides oversight and coordination of activities related to conservatorship responsibilities for the Director of the Department of Developmental Services (DDS) for more than 500 individuals. The incumbent performs the functions necessary to comply with statutorily required duties in Health & Safety Code section 416 *et seq.*, and court-ordered conservatorship duties. The incumbent works directly with 21 regional centers to carry out conservatorship duties where the DDS Director has been appointed conservator of the estate, person, or both for individuals who receive regional center services, and/or reside at a state developmental center.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Reports to and is under the direction of the Staff Services Manager I of the Appeals, Complaints and Projects Section.

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 35% Function as the DDS liaison with regional centers regarding conservatees and respond to contacts from conservatee families and court investigators. Coordinate conservatorship activities between Community Services Division, Office of Legal Affairs, Client Financial Services, and regional centers. Communicate and collaborate with regional centers on all matters pertaining to new, existing, and discharged conservatorships. Oversee and monitor regional center conservatorship activities, and take actions if necessary for the health and safety and coordination of the management of financial resources for conservatees.
- 35% Create and maintain database accounts for existing, new, and discharged conservatees. Ongoing management of the database; input event/contact memos, including demographic, legal, incident, medical, and benefits information. Retrieve documents from, and scans documents into, an electronic document management system. Obtain conservatee data from the regional center database, SANDIS and other systems. Track due dates for Superior Court-required conservatorship accountings. Handle incoming calls and mail regarding conservatees. Review updated conservatee Individual Program Plans. Ensure accounting reports are prepared, as required by the courts, and notify legal counsel for conservatees that the DDS Director is the conservator of the estate. Ensure that regional centers submit appropriate applications for all income and medical benefits in which the conservatee is entitled. Review special incident reports for conservatees.

- 15% Provide information to the Office of Legal Affairs in the establishment of new conservatorship cases as required, including receipt of assets and establishment of appropriate representative payees for conservatee benefits. Oversee regional center activities associated with proper notifications in the case of a conservatee's death. Follow-up on the components of closing out a conservatorship, including confirming balances owed to government benefits (i.e., Medi-Cal, Social Security, etc.), or other creditors. Monitor activities to take actions to properly assess and meet the needs of conservatees regarding residential placement, health, safety, and management of financial resources.

Marginal Job Functions:

- 15% Collaborate with departmental staff in the creation and maintenance of a conservatorship procedural manual. Complete special projects and investigations pertaining to the oversight responsibility for conserved individuals. Identify legal documents, as related to the many programs administered by the section. Provide temporary assistance to other programs, as directed.

**TYPICAL WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office environment using a personal computer 50% to 75% of the time. Statewide travel up to 15% may be required. Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

**DESIRABLE QUALIFICATIONS:**

Knowledge of the California Developmental Disability service delivery system and its statutory framework; proficient in Microsoft Office, including Outlook, Excel and Word; principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective leadership.

Develop and maintain cooperative and harmonious relationships with DDS and regional center staff, the public, and other stakeholders; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

**CERTIFICATION OR LICENSE:** None.